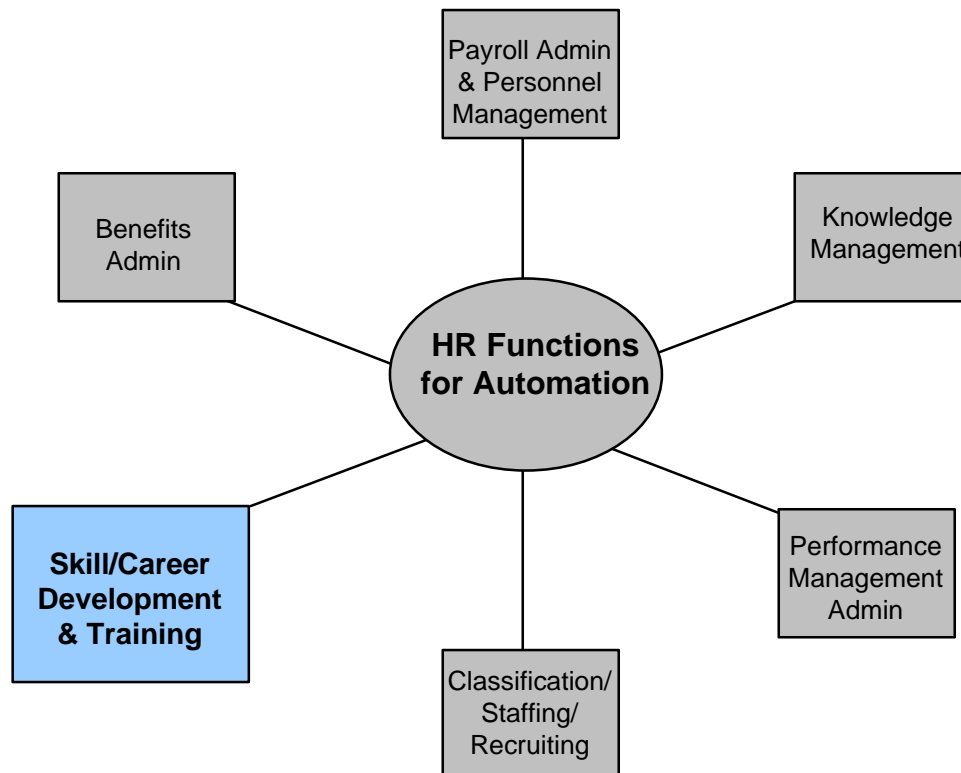




HR Automation “As-Is” Process Flows

Skill/Career Development & Training



Service Providers

- Student Financial Assistance
- Department of Education
- Training & Development Center
- External sources

Systems Involved

- TRAINS (ED)
- EDCAPS (ED)
- On-line training registration (ED)
- On-line IDP website (ED)

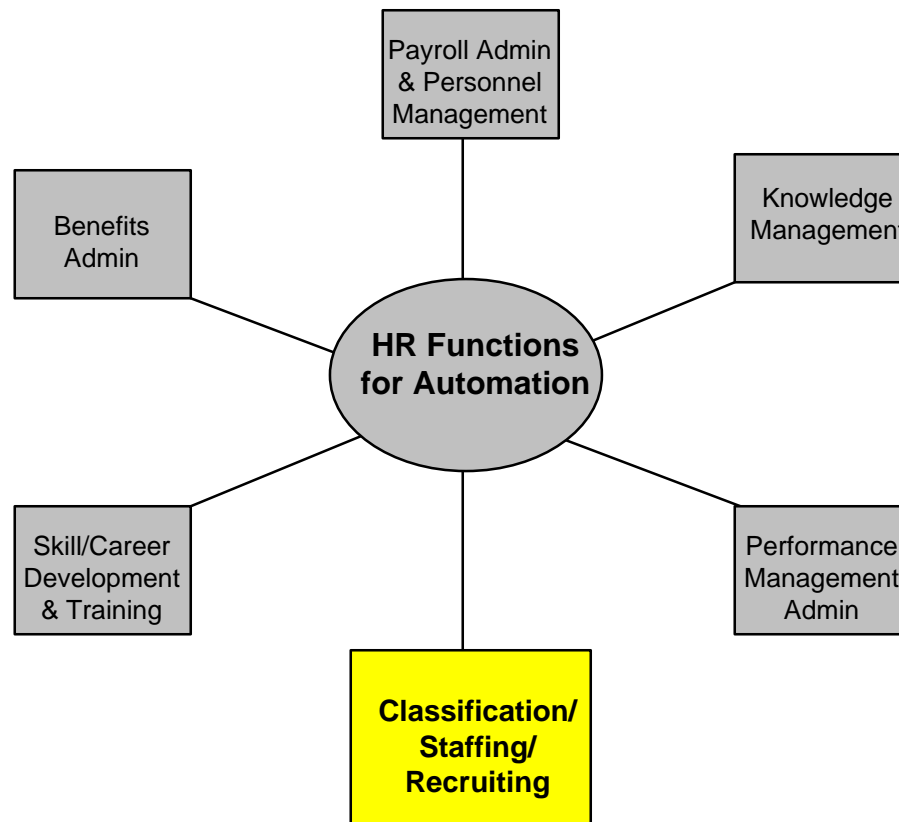
Sub-Functions

- Training needs analysis
- Course catalog
- Skills gap analysis
- Employee training plan
- Training schedule and openings
- Training approval
- Course registration
- Course payment
- Employee training history
- Training evaluation
- Training budgets
- Career counseling



HR Automation “As-Is” Process Flows

Classification/Staffing/Recruiting



Service Providers

- Student Financial Assistance
- Department of Education
- Office of Personnel Management
- Office of Inspector General
- Department of Interior

Systems Involved

- FPPS (DOI, ED)
- Lotus Notes (ED)
- MARS (OPM)

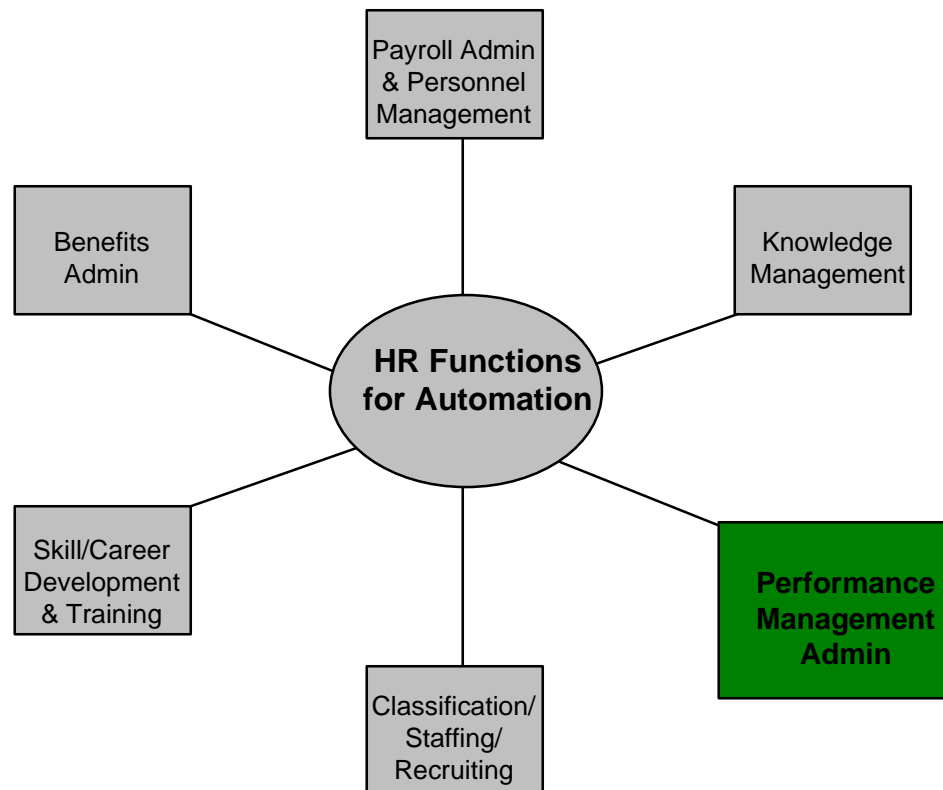
Sub-Functions

- Workforce planning
- Recruiting targets
- Skill requirements
- Position classification
- Advertising/Sourcing
- Applicant screening
- Selection
- Orientation
- Placement
- Employee retention
- Succession/replacement planning
- EEO reporting



HR Automation “As-Is” Process Flows

Performance Management Admin



Service Providers

- Student Financial Assistance
- Department of Education

Systems Involved

- GPAS (ED)
- FPPS (DOI, ED)

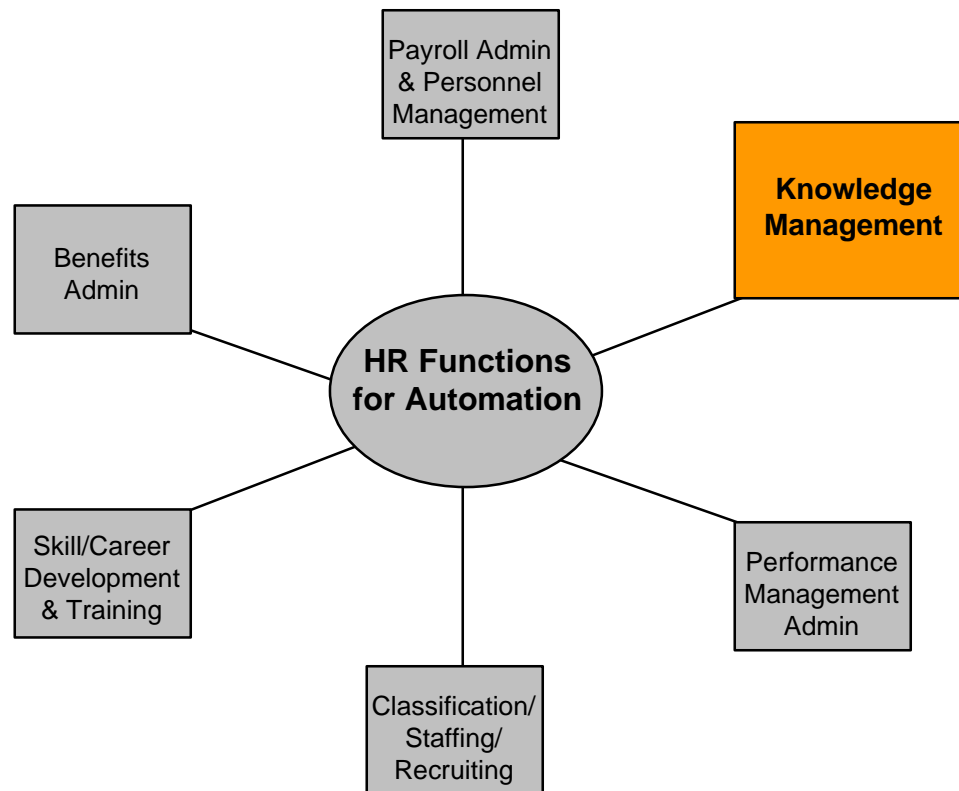
Sub-Functions

- Strategic planning
- Competency model
- Balanced scorecard
- Team performance goals
- Employee performance plan
- Feedback
- Performance evaluation
- Rewards
- Performance gaps
- Performance improvement plan
- Dismissals



HR Automation “As-Is” Process Flows

Knowledge Management



Service Providers

None

Systems Involved

None

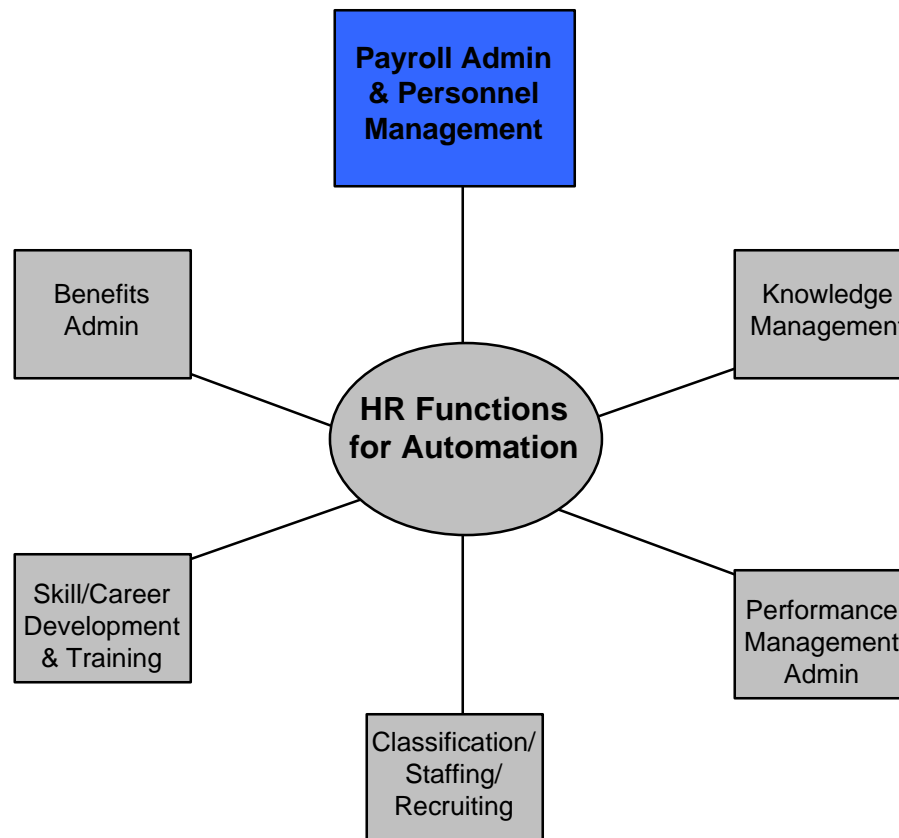
Sub-Functions

- Data warehouse
- Discussion forums
- Electronic forms
- Search engines
- Links to related info and people
- Alerts and notifications
- Virtual conferences



HR Automation “As-Is” Process Flows

Payroll Admin & Personnel Management



Service Providers

- Student Financial Assistance
- Department of Education
- Department of Interior

Systems Involved

- FPPS (DOI, ED)
- FRC Calc (ED)
- ESI (ED)
- Employee Express (Consortium)

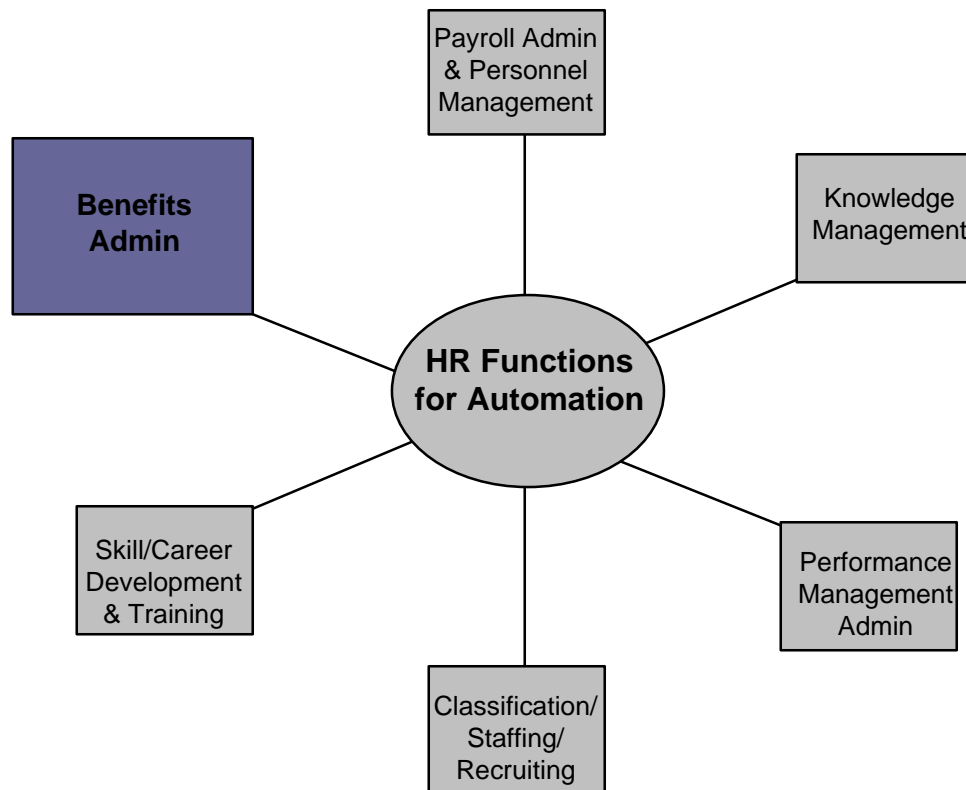
Sub-Functions

- Payroll system management
- Time & attendance
- Payroll processing
- Paycheck distribution
- Leave & Earnings statement
- Payroll corrections
- Tax pay & filing
- Payroll information maintenance
- Personnel records



HR Automation “As-Is” Process Flows

Benefits Administration



Service Providers

- Student Financial Assistance
- Department of Education
- Department of Interior
- Office of Personnel Management

Systems Involved

- FPPS (DOI, ED)
- FRC Calc (ED)
- ESI (ED)
- Employee Express (Consortium)
- FERRCA (OPM)
- Brio (ED)
- Oracle (ED)

Sub-Functions

- Open enrollment communication
- Education
- Life event processing
- Health and life insurance enrollment
- Employee file maintenance
- Retirement calculations
- Retirement counseling
- Disability retirement
- Thrift savings plan